



DMR-COASTAL RESOURCE MANAGEMENT SPECIALIST III

CHARACTERISTICS OF WORK:

This is senior level scientific work with responsibility for providing expertise in the areas of coastal resource management and regulation. The work involves reviewing, investigating, and making recommendations on applications for general and individual coastal wetlands permits under the laws, rules, and regulations of the Mississippi Coastal Wetlands Protection law, the Coastal Zone Management laws, and United States Army Corps of Engineers (USACE); performing field investigations for compliance with applicable laws, rules, and ordinances; reviewing all of the specifications of the permit application; assessing mitigation and compliance and identifying violations; and reviewing USACE non-tidal permit applications for federal consistency with the applicable state and federal laws. The work also includes identifying coastal wetlands for possible mitigation sites, cataloging potential wetlands for purchase by the State of Mississippi, negotiating the actual sell in conjunction with the Secretary of State's Office, and developing and implementing management plans for state-owned coastal wetlands. Successful interaction with members of local, state, and federal regulatory entities, land use developers, economic developers, port and harbor officials, environmental consultants, business and community leaders, special interest groups, and the general public is required. Incumbents provide functional supervision over lower level professional scientists and works with them in a training capacity. The duties are performed using considerable independent judgment and discretion under the general supervision of a DMR-Biological Program Coordinator or other higher-level scientist through periodic meetings and conferences.

MINIMUM QUALIFICATIONS:

These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to the State Personnel Board in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

EXPERIENCE/EDUCATIONAL REQUIREMENTS:

Education:

A Master's Degree from an accredited four-year college or university in biology, botany, geology, geography, ecology, anthropology, archaeology, environmental science, forestry, wildlife biology, or a related field;

AND

Experience:

One (1) year experience related to the described duties.

OR

Education:

A Bachelor's Degree from an accredited four-year college or university in biology, botany, geology, geography, ecology, anthropology, archaeology, environmental science, forestry, wildlife biology, or a related field;

AND

Experience:

Two (2) years experience related to the described duties.

OR

Experience:

One (1) year experience as a DMR-Coastal Resource Management Specialist II.

Substitution Statement:

Graduation from a standard four-year college or university, related education and related experience may be substituted on an equal basis.

PHYSICAL REQUIREMENTS:

These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements. These are typical requirements; however, reasonable accommodations may be possible.

Moderate Work: May frequently exert force equivalent to lifting up to approximately 25 pounds and/or occasionally exert force equivalent to lifting up to approximately 50 pounds.

Vision: Requires the ability to perceive the nature of objects by the eye.

Near Acuity: Clarity of vision at 20 inches or less.

Midrange: Clarity of vision at distances of more than 20 inches and less than 20 feet.

Far Acuity: Clarity of vision at 20 feet or more.

Peripheral: Ability to observe an area that can be seen up and down or left and right while eyes are fixed on a given point.

Depth Perception: Three-dimensional vision. Ability to judge distances and spatial relationships so as to see objects where and as they actually are.

Ability to adjust focus: Ability to adjust the eye to bring an object into sharp focus.

Speaking/Hearing: Possesses the ability to give and receive information through speaking and listening skills.

Motor Coordination: While performing the duties of this job, the incumbent is regularly required to use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The incumbent is frequently required to stand; walk; and sit. The incumbent is occasionally required to climb or balance; and stoop, kneel, crouch, or bend.

COMPETENCIES:

The following competencies describe the knowledge, skills, abilities, and attributes that lead to a successful employee in this position. An applicant will be expected to exhibit these competencies or the ability to reach competency achievement within a specified time. These competencies are linked to the essential functions of the job. Employees in this position may be evaluated on these competencies as part of the performance appraisal system. Example behaviors are listed below each competency and are used for illustrative purposes only. Specific behaviors may be identified and included later by the hiring agency. It is understood that some of these behaviors might not be acquired until a reasonable time after hire. Failure of an employee to successfully demonstrate some or all of these competencies, as deemed important by his or her reporting official, may result in the employee being placed on a performance improvement plan. If after a reasonable period of time, usually three (3) months, the employee fails to demonstrate successful performance, the employee may be terminated. These competencies include, but are not limited to, the following:

PUBLIC SECTOR COMPETENCIES:

Integrity and Honesty: Demonstrates a sense of responsibility and commitment to the public trust through statements and actions.

Models and demonstrates high standards of integrity, trust, openness, and respect for others. Demonstrates integrity by honoring commitments and promises. Demonstrates integrity by maintaining necessary confidentiality.

Work Ethic: Is productive, diligent, conscientious, timely, and loyal.

Conscientiously abides by the rules, regulations, and procedures governing work.

Service Orientation: Demonstrates a commitment to quality public service through statements and actions.

Seeks to understand and meets and/or exceeds the needs and expectations of customers. Treats customers with respect, responding to requests in a professional manner, even in difficult circumstances. Provides accurate and timely service. Develops positive relationships with customers.

Accountability: Accepts responsibility for actions and results.

Is productive and carries fair share of the workload. Focuses on quality and expends the necessary time and effort to achieve goals. Demonstrates loyalty to the job and the agency and is a good steward of state assets. Steadfastly persists in overcoming obstacles and pushes self for results. Maintains necessary attention to detail to achieve high-level performance. Deals effectively with pressure and recovers quickly from setbacks. Takes ownership of tasks, performance standards, and mistakes. Has knowledge of how to perform one's job. Knows the organization's mission and functions and how it fits into state government.

Self Management Skills: Effectively manages emotions and impulses and maintains a positive attitude.

Encourages and facilitates cooperation, pride, trust, and group identity; fosters commitment and team spirit; works effectively and cooperatively with others to achieve goals. Treats all people with respect, courtesy, and consideration. Communicates effectively. Remains open to new ideas and approaches. Avoids conflicts of interest. Promotes cooperation and teamwork.

Interpersonal Skills: Shows understanding, courtesy, tact, empathy, and concern to develop and maintain relationships.

Demonstrates cross cultural sensitivity and understanding. Identifies and seeks to solve problems and prevent or resolve conflict situations. Encourages others through positive reinforcement.

Communication Skills: Receives, attends to, interprets, and responds to verbal messages and expresses information to individuals or groups effectively.

Receives other cues such as body language in ways that are appropriate to listeners and situations. Takes into account the audience and nature of the information; listens to others, attends to nonverbal cues, and responds appropriately. May make oral presentations. Communicates ideas, suggestions, and concerns, as well as outcomes and progress throughout the process of an activity. Provides thorough and accurate information.

Self-Development: Adapts behavior or work methods in response to new information, changing conditions, or unexpected obstacles.

Seeks efficient learning techniques to acquire and apply new knowledge and skills; uses training, feedback, or other opportunities for self-learning and development. Develops and enhances skills to adapt to changing organizational needs. Remains open to change and new information and ideas.

TECHNICAL COMPETENCIES:

Technical Proficiency: The ability and willingness to exhibit competency in the technical area needed to effectively and efficiently do a specific job.

Exhibits an understanding of the agency mission. Reads, comprehends, and correctly applies appropriate federal, state, and local laws, agency regulation, rules and ordinances related to professional and technical job performance. Participates in the development, update, and review of policies, rules, and regulations. Uses research and analytical skills necessary in order to collect, compile and interpret environmental/ecological data. Assesses environmental, socio-cultural impacts associated with proposed DMR-regulated activities and based on these assessments, develops recommendations regarding the issuance or denial of certifications in accordance with the public policy of the State of Mississippi. Possesses knowledge of the geographic areas of the Mississippi Gulf Coast and the associated wetlands, ecological communities, and coastal habitats. Monitors programs and projects that impact the environment. Performs required work with a minimal amount of supervision. Effectively participates in technical training, continuing education, and individual professional development. Trains and mentors co-workers. Exhibits understand and compliance with safety rules and regulations. Takes responsibility for one's own safety. Properly executes all emergency protocols. Maintains and operates equipment in a safe manner, maximizing the safety of stakeholders. Ensures equipment and instruments are properly maintained. Understands and properly uses agency software and equipment required in order to perform the job.

Problem Solving: The ability and willingness to identify and solve problems using knowledge and logic to address issues critical to the accomplishment of the job in an effective and efficient manner.

Utilizes information from multiple sources to identify project alternatives. Studies and evaluates problems/concerns; researches solutions; uses creative thinking, sound judgment, good decision making, negotiation skills, and current information to provide solutions to problems. Seeks to identify and handle conflict situations and is effective in dealing with difficult issues and people.

Stakeholder Interactions: The ability and willingness to appropriately interact and communicate effectively with stakeholders.

Advocates the agency mission and goals in all interactions with all stakeholders. Provides stakeholders with the proper information concerning rules and regulations affecting Mississippi's coastal resources. Demonstrates the ability to interact appropriately at all times with a variety of people in a variety of situations exercising tact, judgment and discretion. Coordinates with other programs to complete assigned tasks and identify and address problems. Recognizes, respects, and is sensitive to various stakeholders' perspectives. Effectively communicates complex ideas to a variety of audiences. Recognizes sensitive information and keeps it confidential, consistent with the law. Conducts and/or participates in educational training programs and outreach activities in order to promote the mission of the agency.

Workflow Management: The ability and willingness to prioritize and perform work within defined specifications and timelines.

Prepares and presents information to the Commission, under supervisory approval. Contributes to the development and achievement of program goals and objectives. Assists the agency in planning, organizing, and directing coastal resource management activities. Exhibits the ability to handle multiple issues and projects concurrently and effectively prioritizes tasks in order to meet timelines. Documents activities and incidents in proper form and within established time frames. Organizes and utilizes resources to achieve results within defined specifications and in a timely manner.

ESSENTIAL FUNCTIONS:

Additional essential functions may be identified and included by the hiring agency. The essential functions include, but are not limited to, the following:

1. Uses sound scientific knowledge, appropriate testing, and an understanding of all applicable laws, rules, and regulations to determine the appropriate and legal uses of the Mississippi Coastal Zone assets and provides associated services for the use of these assets through permitting and education. Organizes, coordinates, and facilitates public hearings relative to coastal issues.
2. Performs field inspections and conducts various research projects.
3. Participates in research, management, education, and stewardship of the Mississippi Coastal Zone resources.
4. Reviews and monitors the uses and quality of the Mississippi Coastal Zone.
5. Promotes public education and economic knowledge concerning coastal wetlands and associated coastal resources.

EXAMPLES OF WORK:

Examples of work performed in this classification include, but are not limited to, the following:

Provides functional supervision, monitoring, and on-the-job training for lower level scientists.

Serves as interagency liaison between various federal, state, and local agencies.

Determines environmental and economic impact of coastal wetlands permit applications; determines federal consistency of non-tidal wetlands jointly with other control authorities.

Makes recommendations to higher-level management for approval or denial of coastal wetlands permit applications and federal consistency reviews.

Recommends the issuance of cease and desist orders to permit violators.

Serves as negotiator regarding wetlands disputes.

Operates a motor vessel and serves as crew member on a motor vessel in the coastal wetland areas using GPS, loran, depth finders, radar, rangefinders, and other mapping and navigational devices.

Conducts land searches in order to identify coastal wetlands subject to tax liens, which could be considered for purchase in the name of the State of Mississippi.

Acts as facilitator between the Department and the Secretary of State's Office in negotiating the purchase of coastal wetlands in order to protect the habitat for marine fisheries and watershed.

Develops management and land-use plans for coastal wetlands owned by the State of Mississippi.

Conducts preliminary review of general and individual coastal wetlands permit applications; conducts field surveys of the proposed site to determine habitat loss and required mitigation; and, determines solutions/alternatives to the original request in order to facilitate compliance.

Conducts coastal and non-tidal wetlands delineations.

Participates in various public education activities sponsored by the Department and other agencies.

Conducts quality assurance/quality control on water quality and weather databases.

Performs related or similar duties as required or assigned.

INTERVIEW REQUIREMENTS:

Any candidate who is called to an agency for an interview must notify the interviewing agency in writing of any reasonable accommodation needed prior to the date of the interview.